

# *Saratoga Cemetery District*

## **Board of Trustees**

**Minutes – September 24, 2014**

**District Offices**

**14766 Oak Street, Saratoga, CA 95070**

### **1. CALL TO ORDER:**

1.1 Meeting called to order at 5:07 p.m. by Chairperson Vicky Bosworth.

### **2. ROLL CALL:**

2.1 Trustees present: Vicky Bosworth, Judy Johnstone, and Wayne McIntyre. Trustees absent: Debra Cummins and James Nunn. Staff present: Gary Reed.

### **3. APPROVAL OF MINUTES OF LAST MEETING:**

3.1 Vicky Bosworth moved to approve the minutes of the last meeting as mailed. Second by Judy Johnstone. Unanimous.

### **4. PUBLIC PARTICIPATION:**

4.1 None.

### **5. AGENDA CHANGES:**

5.1 None.

### **6. COMMUNICATIONS:**

6.1 Written: Staff presented:

a) Two buy and two redeemed notices from Wells Fargo Advisors for bonds held in the District's portfolio.

6.2 Oral: None.

### **7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

### **8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that:

a) A new pump has been installed in the well. Initial testing indicated the pressure is insufficient to run the irrigation optimally without supplementing with piped in water from San Jose Water Co. The storage tanks and pump will be installed in two phases after excavation for tank installation.

b) The excess dirt from interments has been removed. The vendor removing the dirt will excavate where the water storage tanks are to be installed.

c) The annual Financial Audit has been completed. Staff will meet with the auditor tomorrow to review the audit. Auditor will present the audit to the Board at the November Board meeting.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.84%, Endow. Principal 2.77%, Pre-Need 3.10%, Capital Improvements 2.84%.

9.2 Vicky Bosworth will take the informational brochure to the printer next week.

9.3 Debra Cummins was absent from the meeting; bids for the cemetery survey continued to next meeting.

9.4 The Board conducted a second reading of the Reserve Fund Policy. Judy Johnstone moved to approve the policy as read. Second by Wayne McIntyre. Unanimous.

9.5 Judy Johnstone reported on her search for legal counsel for the district. Continued to next meeting.

9.6 Staff presented three bids for replacing the roof, roll-up doors and some door jams on the maintenance building.

Paris Extreme Builders	\$40,525.00
Metal Building Company	\$37,215.00
Steel Building Const. & Service and Overhead Door Co. of SC Valley	\$24,243.00

Wayne McIntyre moved to accept the bids from Steel Building Const. & Service and Overhead Door Co. of SC Valley in the amount of \$24,243.00. Second by Judy Johnstone. Unanimous.

**10. NEW BUSINESS:**

10.1 Staff recommended transferring \$300,000 in Maintenance & Operations funds to Land Acquisition and Capital Improvements. Staff further recommended moving \$70,000 in Pre-Need funds from the County to the District's investment account at Wells Fargo Advisors. Judy Johnstone moved to approve the transfer and investment as presented. Second by Wayne McIntyre. Unanimous.

**11. CLOSED SESSION:**

11.1 None Scheduled.

**12. BOARD SIGNATURES:**

12.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

**13. ADJOURNMENT:**

13.1 Meeting adjourned at 6:05 p.m.

Minutes by Gary T.S. Reed

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**Vicky Bosworth, Chairperson**

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**Judy Johnstone, Vice-Chairman**

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**Wayne McIntyre, Financial Officer**

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**James Nunn, Trustee**

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**Debra Cummins, Trustee**